

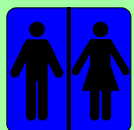
HR for NEW SUPERVISORS COURSE

Date: _____

ATTENDANCE



Class is scheduled to start at 8:00 and end at 4:30 daily. If you are unable to attend, please ensure we are informed: phone _____.



RESTROOMS

Restrooms are located at _____



BREAKS

Breaks will be given where material accommodates. If you need to leave the room, please do so as quietly as possible.



SMOKING

The designated smoking area is located _____



EMERGENCY CALLS

Telephones are available in building at _____.

BUDDY SYSTEM



We ask all participants to be responsible for one other person in the course. This is in case of an emergency or need that cannot be fulfilled by the Course Manager. Please exchange your phone number with them.

MEALS



Fax



If you need information faxed to you, our fax number is _____. Please have your name and the course you are attending on the cover sheet.

SUPPLIES



Supplies are available in the classroom. If other item(s) are needed, please inform the course manager.

QUESTIONS?



If you have any questions or concerns, please don't hesitate to ask.